
Transferable Skills

Tom is a waiter, but he wants to change his career path. He would like to get into sales, and he applies for a sales representative position working in a mobile phone provider store, selling phones and plans. He is worried that he will not get the job because he has never worked in sales before.

Tasks as a waiter:

- Inform customers of the menu
- Make the customers want to come back
- Deal with many tables at one time
- Make recommendations to customers
- Answer questions
- Deal with any customer complaints

Tasks as a sales representative:

- Answer questions
- Inform customers of products
- Serve as many customers as possible
- Deal with customer complaints
- Convince customers to buy products
- Make the customers want to come back

What skills does Tom have as a waiter that can be transferred to being a sales representative?

***Transferable skills are skills that can be useful in more than one job**

What transferable skills have you gained from being a student?

Tasks as a Student	Transferable Skills Gained
Example: Handing in assignments on time	Can work with deadlines